

WOODHOUSE PARISH
NEIGHBOURHOOD PLAN

CONSULTATION STATEMENT

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Introduction

This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan
- b) explains how they were consulted
- c) summarises the main issues and concerns raised by the persons consulted
- d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

Aims of consulting on the Plan

The aim of the Woodhouse Parish Neighbourhood Plan engagement process was to:

- Inform residents, local businesses, and other stakeholders about the
- neighbourhood planning process and to invite their participation so that local opinion informed the plan
- Ensure that consultation events took place at critical points in the process.
- Ensure that as wide a range of people as possible were involved, that they could receive information and could provide feedback in a way that suited them.
- Ensure that information was readily available and accessible to everyone.
- Make sure that consultation feedback was available as soon as possible after events

Background to the consultation - Initiating the Neighbourhood Plan

Woodhouse Parish Parish Council took the decision to undertake a Neighbourhood Plan at their meeting on 9th April 2018. The Local Planning officer was informed and the Rural Community Council were contacted with a view to providing consultancy support. The intention to create a Neighbourhood Plan was publicly announced via the village magazine, "Roundabout", a new page was added to the Parish Council website and posters advertising a public meeting about the Neighbourhood Plan were erected all over the two plan villages (Woodhouse and Woodhouse Eaves). These three steps were taken to ensure maximum community awareness and engagement. It was also deemed important that all plan activities were documented and that information was readily accessible to the community via multiple channels.

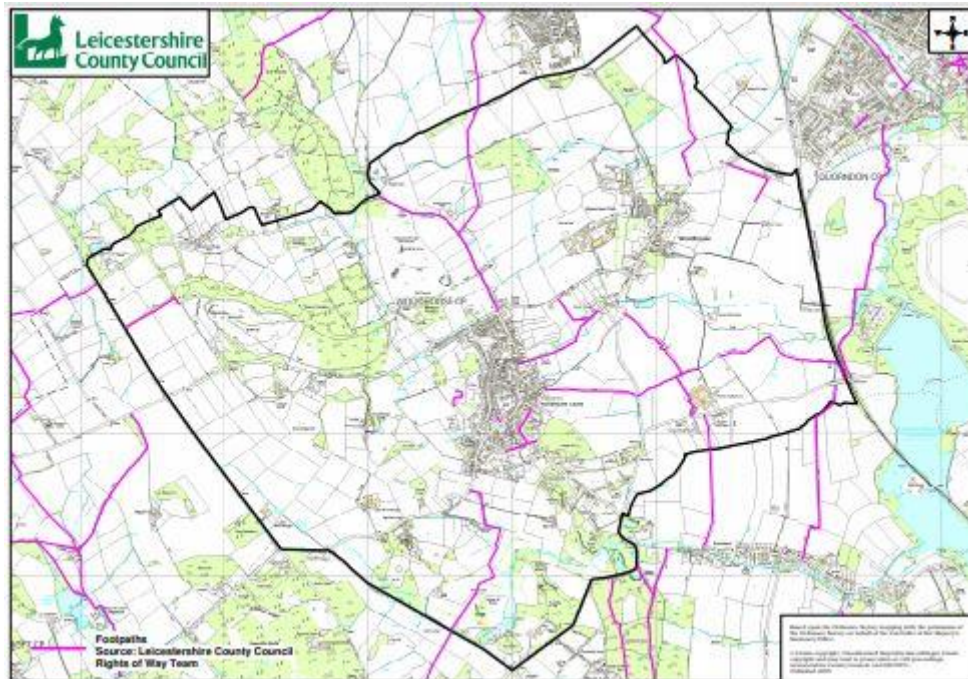
Defining the Neighbourhood Plan Area

On 10th April 2018, The Parish Council submitted a request for Area Designation to Charnwood Borough Council. This was approved and signed on 8th May 2018. Public Sector Mapping Licence number (100052140) was supplied on 20 April 2018.

Aims of the Plan in Brief

The Woodhouse Parish Neighbourhood Plan sought to demonstrate specific and local planning policies for the development and use of land within the Designated Area. The Neighbourhood Plan would provide a vision for future development in Woodhouse Parish, based on the views of the local community and supported by environmental, socio-economic and demographic data.

Woodhouse Parish Neighbourhood Designated Area



Setting up the Advisory Committee

On 13th June 2018, the Parish Council held a public meeting to appoint and launch the Woodhouse Parish Plan Advisory Group (AG). The AG's mandate was to drive the process, consult with the local community, gather evidence to support emerging policies, and deliver the Plan. Members of the AG were appointed from those volunteering during the meeting. The AG originally consisted of:

- Chair: Neil Davidson
- Secretary: Merrin Pearce
- Treasurer: Chris Drane
- Parish Council Representatives: Tim Sault, Peter Searancke, Ann Irving
- Members: Iqbal Rassool, Malcolm Whitmore, Richard Mollart, Kate Moore, Cathy Schou, Bertil Schou, Mark Elliott.

The Parish Council agreed Terms of Reference for the AG on 10th July 2018 (see appendices).

Advisory Group Meetings

The AG met regularly and in accordance with Parish Council regulations, these meetings were open meetings, with the agenda available one week in advance, and minutes available one week after the meeting on the Parish Council website. Meeting dates were as follows.

2018 Meetings	2019 Meetings	2020 Meetings	2021 Meetings
10th July 10th August 11th September 8th October 30th October 5th December	24th January 7th February 5th March 2nd April 30th April 3rd June 4th June 2nd July 25th September 29th October 27th November	14th January 28th January 25th February 28th April 20th July 11th August	26th January

Funding and Support

The Rural Community Council was initially commissioned to provide professional support to the Advisory Group, but they were replaced in preference for YourLocale in January 2019. Funding for YourLocale as well as community consultation and engagement, was provided by grants from the Locality fund as well as a contribution from the Parish Council.

Formation of the Theme Groups

In April 2019, three Theme groups were formed to manage Neighbourhood Plan policy development:

Housing and The Built Environment - Chair Neil Davidson

Historic and Natural Environment - Chair Iqbal Rassool

Sustainability - Chair Richard Mollart

Each Theme group was supported by a YourLocale facilitator with expertise in the relevant field. Other members of the community volunteered to participate in the Theme Groups.

The aim of these groups was to explore in detail the issues that had been raised by villagers at the first consultation event and to collate evidence and identify emerging priorities. Their expertise, local knowledge and commitment was invaluable in making sure that the Plan reflects the particular characteristics of Woodhouse Parish. They met regularly over the duration of the project, conducted research and collated a significant amount of evidence to contribute to the NP policy development.

Consultation methodology

It was recognised that Woodhouse Parish residents had already been involved in the development of a Village Design Statement. Therefore, it was important to make sure people were aware that the Neighbourhood Plan would be more comprehensive and would have greater statutory weight than the previous design statement.

The AG identified the need for regular communication in different formats to ensure maximum reach across the whole community. Examples of the leaflets, notices and letters are attached as appendices. Communications methods adopted were:

- Articles in the Parish Magazine, Roundabout
- Notices (Parish Notice Board, Village Shop and Post Office)
- Electronically via Parish website (including electronic feedback forms)
- Letters (email or hard copy as appropriate to recipient)
- Community Consultation events
- Participation in other village events, for example, the Community Fair

- Informal face to face meetings
- Monthly update from the Advisory Group at the Parish Council meeting

Activities

Below is a detailed account of Neighbourhood Plan Activities that involved either a public event or a piece of public communication. (For a full list of all meetings and activities - see Appendices - NP Timeline).

Date	Action	Comments
11 April 2018	Launch of Neighbourhood Plan announced publicly in village magazine, Roundabout .	
11 April 2018	New website page added to Parish Council website, specifically to house news and activities associated with the NP.	
12 May 2018	Posters advertising a public meeting re a planning app included NP on 14 May PC agenda	All over villages
14 May 2018	Annual Parish Meeting	26 attended
21 May 2018	Public meeting on a planning app – used as a PR & steering group recruitment device	122+ attended. Minuted
13 June 2018	Public meeting; launch of Advisory Group	27 attended – Roundabout represented; 8 seats allocated
1 July 2018	Report of open meeting 13 June Roundabout Article	1 July published on website
4 July 2018	Agenda 10 Jul 2018 1 st Advisory Group meeting	Sent to signatories; published on website; pinned up on notice boards
1 September 2018	Public Community Consultation event held in Woodhouse Eaves King George V Room - adjacent to Village Hall. 103 Responses received. Successful day, positive feedback received from attendees.	103 participants registered; 33 completed Keep In Touch form. Comments boxes open until 30th Sept. All comments being collated by RCC.
11 September 2018	Third AG meeting 7pm. Review of Consultation Event Planning of Stakeholder Event Comms channels	Stakeholder invitation list to be circulated amongst AG to ensure maximum coverage
8 October 2018	Meeting 6:30pm Pear Tree to Plan Stakeholder event. Planning of event timings, individual responsibilities, facilities requirements and event publicity	RCC to work with PClerk on poster for publicity. Other publicity in progress.
23 October 2018	Stakeholder Event 6:00pm King George V Room. Successful event, constructive discussions in each focus group. Feedback recorded by RCC	
30 October 2018	Meeting 6:30pm Cafe Next Door to review Stakeholder event and discuss next steps	22 apologies. 15 client forms

		returned. 36 attendees. RCC Report due mid-November.
5 December 2018	Workshop 6:45pm Annexe to review community and stakeholder feedback and plan areas of focus	
24 March 2019	Community Fair 2pm-4pm. Event to encourage further community engagement. NP Stand set up in Village Hall, presented by AG members	Successful event. 21 new sign-ups achieved
2 April 2019	Meeting 7:00pm King George V Introduction of NP to new group members. Stages and reason for NP explained. Separation of AG into three Theme Groups. Launch of discussions within Theme Groups	
1st May 2019	Roundabout Article	NP project progress report for Parish magazine
4 June 2019	Theme Group Meeting 7pm Maplewell Farm Midlands Rural Housing Trust survey was issued to community	
1st July 2019	Roundabout Article	NP project progress report for Parish magazine.
18 September 2019	Theme Group Meeting 7pm Maplewell Farm Received findings of MRHT survey	
Oct 2019	Site call-out. Issued to Parish landowners with a response deadline of 7 November	
December 2019	Roundabout Article	NP project progress report for Parish magazine.
December 2019	Leaflet drop - distributed around both villages to communicate progress to date to public. Also to provide opportunity for public input.	
23 March 2020	Lockdown Announced - Normal meeting activities suspended temporarily until alternative arrangements made	
9 Nov - 21 Dec 2020	Regulation 14 Community consultation process. Announced via Parish Council Website and Roundabout article	
Jan 2021	All comments to Regulation 14 Collated and tabulated by PC. Draft responses to comments prepared by GK and circulated to group	
26 Jan 2021	Final AG meeting	Reviewed collective comments for GK to finalise ahead of submission to PC and CBC

Consultation – list of people and bodies consulted

The following stakeholders were contacted at the start of the process and again prior to the Regulation 14 Pre-Submission Consultation:

- British Gas Properties
- British Telecommunications Plc
- Environmental Agency
- East Leicestershire & Rutland CCG
- Highways Agency
- The Coal Authority
- English Heritage
- Historic England
- Homes and Communities Agency
- National Grid
- Natural England
- Network Rail Infrastructure Limited
- Severn Trent Water Ltd
- Anglian Water Ltd
- Age UK Leicestershire & Rutland
- CPRE
- Voluntary Action Leicestershire
- Federation of Muslim Organisations
- Leicestershire Ethnic Minority Partnership
- Federation of Gypsy Liaison Groups
- Race Equality Centre
- Loughborough Chamber of Trade and Commerce
- Leicestershire Centre for Integrated Living
- Vista Blind
- Action Deafness
- Leicestershire Police
- Leicestershire Fire and Rescue
- **Local Planning Authority**
 - Leicestershire County Council, Policy and Community
 - Charnwood Borough Council
- **Adjoining Parishes**
 - Quorn
 - Swithland
 - Newtown Linford
 - Ulverscroft
- **Member of Parliament:** Edward Argar
- **County Councillor:** Deborah Taylor
- **Borough Councillor/Former Mayor:** David Snartt
- **Businesses**
 - Charnwood Forest Golf Club
 - Lingdale Golf Club
 - Tarmac Plc

The Cottage Surgery
The Old Bulls Head
The Curzon Arms
The Pear Tree Inn
The Wheatsheaf Inn
Johnsons Butchers
The Café Next Door
Agora Shop
Oakwood Pharmacy
Le Ferves
Beauty Rooms
Elite Hair

It is notable that other businesses identified are owned by village residents or landowners and would therefore receive notification as a resident or landowner.

- **Education**

Woodhouse Eaves St. Paul's Church of England Primary School
Welbeck Defence Sixth Form College
Woodhouse Day Nursery
Little Owls

- **Statutory/Voluntary Organisations**

Revd Lisa Temperley
Old Woodhouse Community
Local History group
Woodhouse & Woodhouse Eaves Traffic and Environmental Issues

- **Landowners**

In October 2019, letters were sent to local landowners, informing them about the Neighbourhood Plan and inviting them to discuss their intentions for their land (see appendices). They were also sent a further letter (the same as for the Statutory Stakeholders) prior to the Regulation 14, Pre-Submission Consultation (see appendices). For further information please see the Housing Site Assessment statement.

Summary of findings from the events and questionnaires

By involving residents, business owners and other stakeholders at key stages in the development of the Woodhouse Parish Neighbourhood Plan, the plan is both evidence-based and has been shaped by local opinion, with policies being tested as they have been developed. There has been detailed analysis after each consultation event or questionnaire which has informed the next step in drafting the plan.

These reports can be found in the appendices.

Regulation 14, Pre-Submission Consultation

This consultation took place over a six-week period (November 9th to December 21st 2020). The comments received were collated and after an initial review by YourLocale, there was a AG meeting to consider the comments and amend the plan as agreed. The revised document

was then submitted to the Parish Council for final approval ahead of submission to Charnwood Borough Council. The comments and responses are detailed in the appendices.

Conclusion

The draft Neighbourhood Plan is now ready to be submitted to Charnwood Borough Council who will publicise it for a further six weeks and then forward it, with accompanying documents and all representations made during the publicity period, to an Independent Examiner who will review it and check that it meets the 'Basic Conditions'. If the Plan successfully passes this stage, following any modifications, it will be put forward for referendum.

The referendum question will be a straight "yes" or "no" on the entire Plan, as set out by Neighbourhood Planning Regulations. People will not be able to vote for or against individual policies. If 50% or more of respondents vote for the Plan, it will be brought into force ('Made') and become part of District-wide planning policy.

This Consultation Statement and the supporting Appendices are provided to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

List of Appendices

1. Advisory Group Terms of Reference
2. Community Consultation Event Report
3. Stakeholder letter - invitation to Event
4. Stakeholder Event Report
5. Stakeholder letter - Call out for Sites - October 2019
6. Stakeholder letter - Notification of Regulation 14 - November 2020
7. Pre-submission consultation comments and response
8. NP Timeline (full list of all Plan activities)
9. Flyers and posters
10. Roundabout articles
11. Website Screenshot
12. Woodhouse Parish Neighbourhood Plan Advisory Group minutes